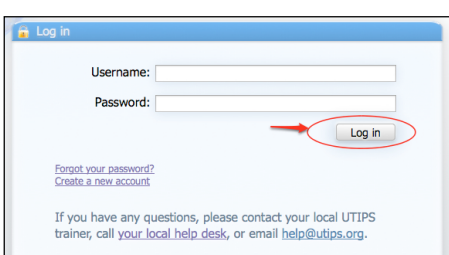
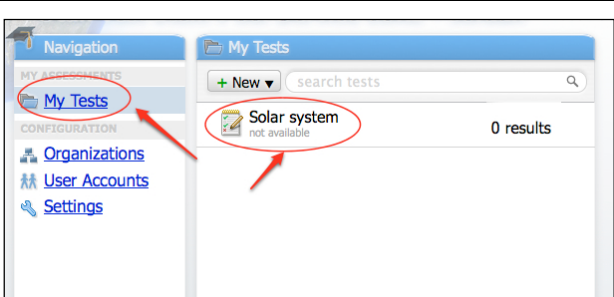
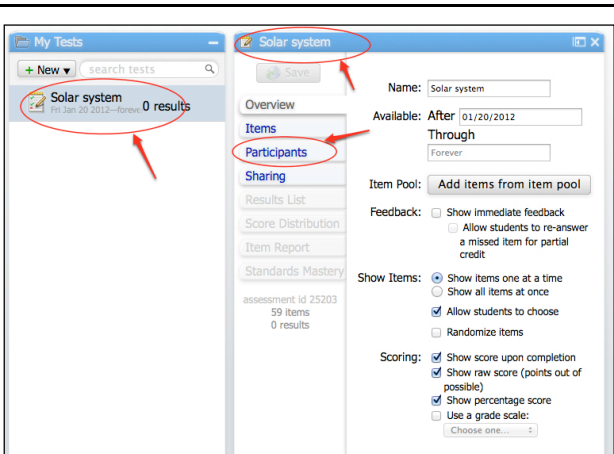
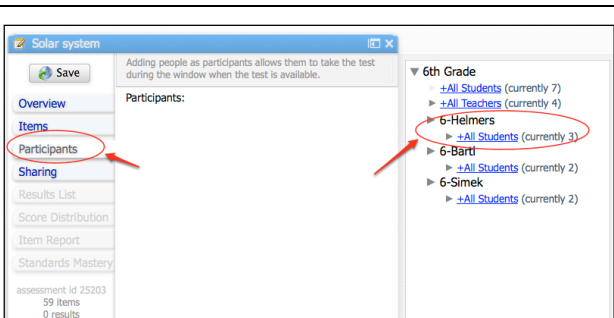


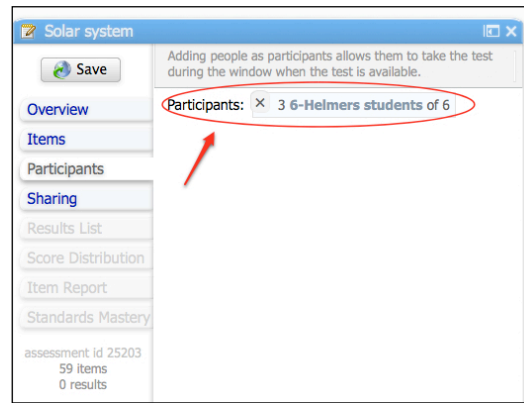
ASSIGN PARTICIPANTS TO AN ASSESSMENT

<p>Log into your UTIPS account.</p>	
<p>In the Navigation pane, select My Tests</p> <p>A list of your assessments will be visible in the My Tests window.</p>	
<p>Select an assessment</p> <p>In this example, the teacher chooses the assessment Solar System</p> <p>A test window opens</p> <p>Select Participants</p>	
<p>A list of available participants will be visible.</p> <p>Select the participant(s) who will take the assessment.</p> <p>To select an entire class, locate the teacher's name. Select the link entitled All Students.</p>	

ASSIGN PARTICIPANTS TO AN ASSESSMENT

The **Participants** will be added to the assessment.

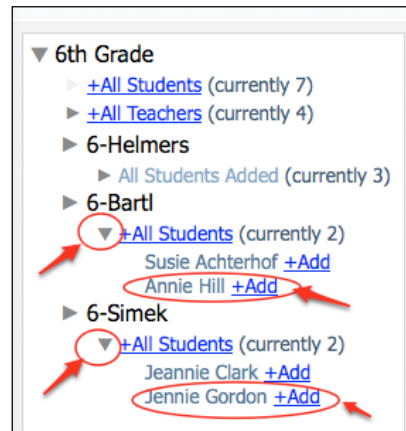
To delete the participants, click the X.



To add students from other classes, open the list of students in a particular class.

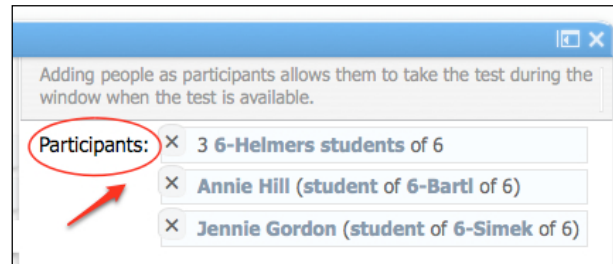
Click the small triangle directly to the left of **All Students** to reveal a list of students in a class.

Click **Add** to add individual students to the Participant list.



The Participants will be added to the list.

To delete the participants, click the X.



When you are finished adding participants, select **Save**.

